



FOOD ESTABLISHMENT PLAN AND MENU REVIEW PROCESS

Chelan-Douglas Health District 200 Valley Mall Parkway
East Wenatchee, WA 98802 509-886-6450

When Plan Review Is Required

Section 8-201.11 of the Washington State Retail Food Code Working Document requires that a permit applicant or permit holder shall submit to the Health District properly prepared plans and specifications of review and approval before:

- (A) The construction of a food establishment;
- (B) The conversion of an existing structure for use as a food establishment; or
- (C) The remodeling of a food establishment or a change of type of food establishment or food operation as specified under section 8-302.14(C) if the Health District determines that plans and specifications are necessary to ensure compliance with this Code.

Please read the following guideline and provide all of the requested information on the attached checklist. Your comments will assist the Health District staff to make an accurate determination of the potential public health risks associated with the proposed food handling procedures. The review of public health risks focuses on the following three areas:

- 1. What is the potential hazard? This includes the type of food, method of handling and the number of consumers at risk.
- 2. What is the level of confidence in the management and control systems?
- 3. What is the current level of compliance? Factors in this category include compliance with food hygiene safety and structural compliance of the facility.

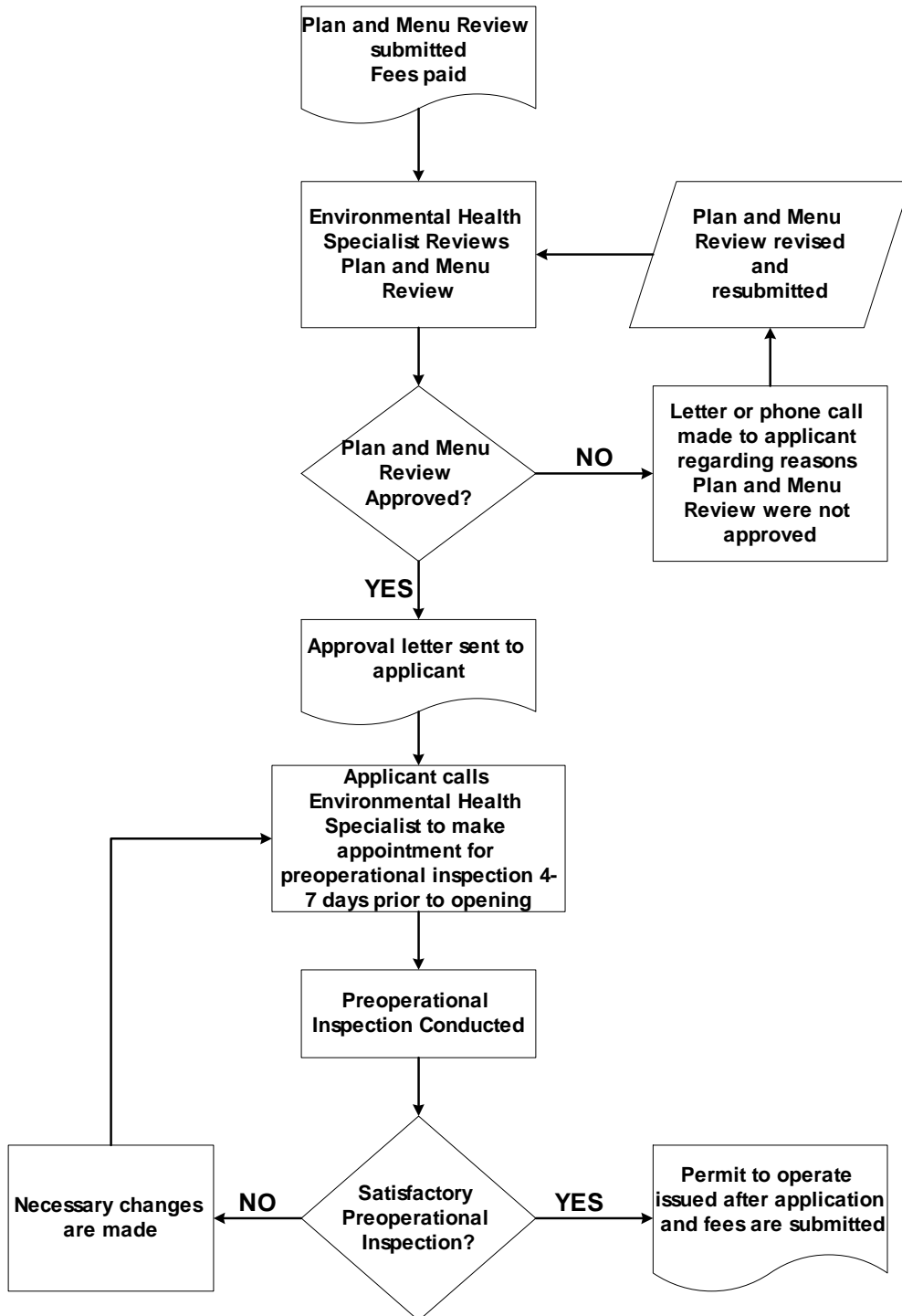
Procedure For Plan Approval And Permit Issuance (see flow chart)

- 1) The food service establishment owner submits the Checklist for New or Remodeled Food Service Establishments with all requested attachments and the fee.
- 2) The Health District grants approval in writing if the health officer determines the plans are satisfactory, and submits a copy of the approval letter to the appropriate building department. The applicant is given a blank operating permit application form with the applicable fee indicated.
- 3) Approximately one week prior to the desired opening, the food service establishment owner requests a preoperational inspection. The permit application and applicable annual permit fees may be submitted at this time or any time prior to opening.
- 4) Prior to operation of the food service establishment, the health officer conducts a preoperational inspection to determine conformance with approved plans and compliance with the regulations.
- 5) The food service establishment permit is issued after a preoperational inspection finds compliance with the approved plans, the permit application is submitted and applicable fees are paid. The establishment may not open until the permit is issued.

Please submit the following items with the Plan & Menu Review for Food Establishments:

- 1. Floor plan with plumbing details, location of fixtures and drains. See Part II.
- 2. Refrigeration units: dimensions, make and model number. See Part VII, F.
- 3. Written agreements with the owner of toilet facilities shared with other businesses or accessed through other businesses. See Part VII, I & L.
- 4. Menu or list of foods for sale or service. See Part XI.
- 5. Raw or undercooked meats, eggs or aquatic foods offered as ready-to-eat. Attach sign or menu label identifying foods as being raw or undercooked. See Part VIII, A.

Chelan Douglas Health District Flow Chart for Application Approval



6. Packaging of foods that will be sold or distributed at locations other than your food service establishment: Attach labels. See Part VIII, B.
7. Reduced Oxygen Packaging: Labels and Hazard Analysis Critical Control Point (HACCP) procedure. See Part VIII, C.
8. Transport/catering: Description of operation and locations of regular delivery. Specifications or description of equipment used before and during transport. Written agreements for central preparation site. See Part IX, A, C, and F.
9. Mobile units: floor plan(s) and location(s)/itinerary of mobile unit and base of operation and/or commissary. Written agreements as they apply. See Part X.

If your plans do not contain all of the information requested on the checklist, they will be returned to you with a correction notice. You will need to resubmit them with the additional information. For any questions, please call 509-886-6450.

Columbia River Kitchen Applications

Applicants should mark “NA” for Parts II, IV, V, VI item D, and VII items B,V,I,J,L,O

Fees:

For new or converted structures, a fee of \$300 is charged at the time the Plan and Menu Review application is submitted. For Small, Large, and Very Large Establishments (see chart below), another separate fee is charged when you apply for the operating permit. For Simple and Minimal Establishments, the \$300 will include the permit fee, so a second fee will not be charged. For Minimal Establishments, a \$75 refund will be sent to you after the permit application is received.

Type	Description	2005 fee schedule		
		Plan & Menu	Permit	Total
Minimal	Pre-packaged food only, or a Bed & Breakfast meeting the criteria of §9-301.11(C).	\$150	\$75	\$225
Simple	Menu does not include cooling of potentially hazardous food (except for espresso, pies, nacho cheese), preparation of raw ingredients or handling of ready-to-eat foods except for the cutting of pasteurized cheeses. This category includes grocery stores with specialty departments limited to low risk operations such as meat, fish and bakery departments, and school food program sites limited to serving only.	\$150	\$150	\$300
Small	Menu is more complex than the “simple” category; seating is not provided for more than 100 diners. Includes grocery stores with not more than one higher risk specialty department (produce, delicatessen, specialty restaurant, snack bar, beverage stand); and school kitchens that prepare food for service on-site only.	\$300	\$375	\$675
Large	Complex menu with seating for more than 100 diners; a grocery store with two higher risk specialty departments; a school kitchen sending food to other schools.	\$300	\$600	\$900
Very Large	Grocery store with 3 or more higher risk specialty departments	\$300	\$750	\$1050

For Small, Large, and Very Large Establishments, the operating permit fee will be 50% of that shown above if the application is received less than six months prior to the annual renewal date (September 30).

For changes to the plan or menu of an existing, permitted establishment, the fee for the Plan & Menu Review will depend upon the establishment’s classification at the time the Plan & Menu Review application is submitted: \$75 for Minimal and Simple Establishments, \$150 for Small, Large, Very Large Establishments, and for Columbia River Kitchen applications.

Agencies you may need to contact:

The following list is to help you with the necessary steps of opening or remodeling a food service establishment. Below is a suggested list of agencies to contact. The list may not be all inclusive. This is an informational list only and you need not return it with the Checklist for New or Remodeled Food Service Establishments. There may be other agencies with requirements that apply to your food service establishment.

- _____ County or City Planning Department
- _____ County or City Building Department
- _____ Fire Marshal
- _____ Wastewater system owner/operator
- _____ Water system owner/operator
- _____ Washington State Dept. of Labor & Industries (All mobile food units need to contact this agency. The Department of Labor & Industries also conducts electrical inspections.)
- _____ Washington State Department of Agriculture
- _____ Washington State Liquor Control Board
- _____ State and/or Local Business license agency

Definition of Food

Food is mentioned throughout this document. “Food” means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

Definition of Potentially Hazardous Food

Potentially hazardous food is mentioned throughout this document also.

- (a) “Potentially hazardous food” means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
 - (i) The rapid and progressive growth of infectious or toxigenic microorganisms;
 - (ii) The growth and toxin production of *Clostridium botulinum*; or
 - (iii) In raw shell eggs, the growth of *Salmonella* Enteritidis.
- (b) “Potentially Hazardous Food” includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; fresh herb-in-oil mixtures and garlic-in-oil mixtures unless modified in a way that results in mixtures that do not support growth as specified under Subparagraph (a) of this definition.

Definition of A Food Establishment

“Food Establishment” means an operation that stores, prepares, packages serves, vends or otherwise provides food for human consumption:

- (i) Such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and
- (ii) That relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.